

## **U.S. Mission, Lilongwe**

**Announcement Number:** LILONGWE-109/20

**Position Title:** Warehouseman

**Opening Period:** December 21, 2020 – January 10, 2021.

**Series:** FSN-805

**For More Info:** Human Resources Office  
E-mail Address: [HRLilongwe@state.gov](mailto:HR Lilongwe@state.gov)

**Who May Apply:** All Interested Applicants / All Sources

**Grade:** For USEFM, Grade is – FP-DD. Actual FP-DD salary will be determined by Washington D.C.

For Locally Employed Staff (including Malawians) – Grade is FSN 2. Starting annual salary is \$ 3,805.00 but the actual FSN salary will be determined by the Management Officer.

**Security Clearance Required:** Local Security Certification

**Duration Appointment:** Indefinite subject to successful completion of probationary period.

**Marketing Statement:** We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply. Please follow this link; <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

**Summary:** The U.S. Mission in Malawi is seeking THREE eligible and qualified applicants for the position of Warehouseman.

The work schedule for this position is Full Time: 40 hours a week.

**Start date:** Candidate must be able to begin working within a reasonable period (4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:** This position is located in the Warehouse, General Services Office, Management Section, and US Embassy Lilongwe. The primary purpose of the

position is to support the warehouse perform manual supply duties, typically in a warehouse and other mission facilities.

**Qualifications and Evaluations:**

**EDUCATION:**

Completion of Primary school required.

**EXPERIENCE:**

Six (6) months to one year of warehouseman experience or an equivalent of combination of warehouseman and laborer experience

**JOB KNOWLEDGE:**

Must be able to learn locations of various types of supply items and non-expendable property items, and to learn to recognize items by sight and from oral descriptions.

**LANGUAGE PROFICIENCY:**

Level I English and Level II Chichewa.

**SKILLS AND ABILITIES:**

Must be able to perform moderately heavy work and make heavy lifts at times. Must have a valid driver's license and able to drive manual vehicles as well as operate warehouse material handling equipment and forklift.

**Note:** All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission in Malawi, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**Other information:**

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

## HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights \*\*

\* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant.

The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/wp-content/uploads/2018/04/VA-Definitions-and-Additional-Employment-Considerations.pdf>

### **How to Apply:**

Applications must be submitted through the Electronic Recruitment Application (ERA) available on this link; <https://erajobs.state.gov/dos-era/mwi/vacancysearch/searchVacancies.hms>

Interested applicants are supposed to contact HR Office for any assistance on how to submit the application on ERA.

We recommend that you use Google Chrome when accessing this Vacancy Announcement.

**Required Documents:** Please upload the required documentation listed below in the ERA:

- Copies of Certificates
- Updated CV

- Residency and/or Work Permit (for non-Malawians).
- National Identity Card (for Malawians)
- Drivers License

**What to Expect Next:** Only short-listed applicants will be contacted via email or phone.

The complete position description listing all the duties, responsibilities, required qualifications, etc. has been uploaded on the ERA.

Thank you for your application and your interest in working at the U.S. Mission in Malawi.

Cleared: MO: Marc Trahan\_\_\_\_\_